

Administration Report: May 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended Zionsville Community Schools Health Center tour and meeting.
- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Along with Mayor Haak, conducted two informal interviews for the proposed Director of Communications position.
- Attended presentation by OpenGov regarding budget/financial software package.
- Attended presentation by PNC Bank regarding on-line bill payments.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and Larry Mitchell to discuss appraisal work.
- Attended a meeting of several agencies regarding a potential crosswalk at/near Union Elementary School.
- Met with Mayor Haak and Jane Fuqua to increasing interaction with the HOA Roundtable group.
- Presented Donald Davidson and the IMS with a Proclamation from the Mayor declaring May 12 "The 100th Running of the Indianapolis 500 Mile Race Day".
- Met with Cub Scout Pack 105 as part of its leadership program.
- Met with Planning and Economic Development Director DeLong and representatives of Pulte Homes to discuss potential development of the Rolland Dick property on West Oak Street.
- Along with Mayor Haak and Street Superintendent Lantz, attended the Boone County Redevelopment Commission meeting in support of the bond proposal being considered (funding for the Zionsville Road improvement project).
- Met with Mayor Haak and Police Chief Knox to discuss budget and staffing items.
- Drafted the following documents for Council consideration:
 - Additional Appropriation Resolution – Engineering pass through.
 - Additional Appropriation Resolution – Additional funding for street repair/paving and equipment
- Attended the following Meetings:
 - Town Council Meeting
 - Agenda Planning Meeting

Sue Jones/HR

Processed: 9 Special Events, 7 Community Room

Internal Process: 12 Change of Status, 5 Orientation, 3 Workers Comp, 2 STD, 1 FMLA, 5 Verification of Salary/Employ

Met with:

- Dept Managers and Legal regarding ADA/Title VI
- Members of Christian Church regarding meeting rooms
- Athletico – re: physical therapy services for workers comp issues
- TargetSolutions – re: Public Safety compliance training
- Ortho Indy – consider as WC provider
- Voluntary life providers
- Legal/IPEP regarding WC
- OnSite Benefits – re: voluntary vision insurance coverage possibilities

Worked with voluntary life/disability company to process disputed claim

Attended Conference Call with Vivid Learning Systems and Barry Cook, WW Supt. regarding possible safety programs

Attended ADP Conference in Cincinnati with Deputy Director of Finance

Attended Webinar – Re: upcoming Summary Plan Description for health insurance

Several meetings and conference calls with Insurance brokers, mayor, departments regarding insurance renewal changes and costs